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ATTORNEY-CLIENT COMMUNICATION

Bradley B. Brooks, Esquire
Senior Assistant General Counsel
Philip Morris International Inc.
120 Park Avenue, 23rd Floor
New York, New York 10017

Records Management Manual

Dear Bradley:

I have enclosed a first draft of a Records Management Manual for Philip Morris International. When we meet this Thursday, April 26, at 11:30 a.m., I hope to brief you on how we adapted the Philip Morris U.S.A. Manual for use by Philip Morris International (i.e. additions, deletions, etc.). We can then discuss your comments on the draft Manual.

I look forward to seeing you on the 26th. With best regards.

Sincerely yours,



Arthur J. DeBaugh

630/6363

Enclosure

cc: Thomas G. Slater, Jr., Esquire (w/o encl.)
Ray V. Hartwell, III, Esquire (w/o encl.)
Axel P. Seyler, Esquire (w/o encl.)

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